

# WARREN CENTRAL SCHOOL



## iPad Information Booklet

General information regarding the use  
of iPads in Warren Central School

# Q & A

## Where are the iPads located?

There are currently two sets of iPads in the school.

**Set 1** – Is located in the library and is loaned to the K-6 area ONLY.

*(A & B block will alternate days with the iPads. On A weeks, the A block will have them M, W, F and B will have them T, T. It will be the same for B block on B weeks)*

**Set 2** – Is located in the meeting room. (next to English department) This set is ONLY for secondary students.

*It is vital that the above outline is adhered to, as each set has applications installed for their respective areas. This means that each set only has apps installed for students in those particular stages.*

## How do I organise to use the iPads?

*The iPads MUST be booked out for use. The booking sheet for set 1 is in the library and the booking sheet for set 2 is in the meeting room.*

*Please ensure that you always book the iPads. This will help avoid confusion.*

## Can the iPads be used elsewhere?

*No. The iPads must be used in their allocated spaces. While the K-6 iPads will move between classes, the secondary iPads will not. This is due to the greater distances and open spaces between classrooms. The likelihood of iPads getting damaged is much higher when they are constantly getting moved.*

## What are the procedures for using them?

*Staff members must ensure that the iPads are looked after when being used by students. Students ARE NOT to remove iPads from the charging stations. Staff must hand the iPads out. iPads are not to be taken out of their covers for any reason. Students should not be walking while using iPads. Students are not to move the charging stations at anytime. When finished with the iPads, please place them back into the cart with the charging slot facing upwards. You do not need to plug them back in. Simply place them in and lock the drawers.*

## What if an iPad has an error?

*Generally most iPads can be easily fixed when issues are experienced. If this is not the case however, there will be an error sheet with each cart that staff can use to record details. These sheets will be checked weekly.*

## Where can I access the WIFI?

*The WIFI will be accessible in the secondary area and parts of the K-6. At this stage the WIFI will not reach all the way through the K-6 department. (Probably about halfway down) This will not affect many applications, as they do not require an active internet connection.*

## What if there is a problem with the WIFI?

*WIFI errors can be very complicated to fix. This is due to the fact that all WIFI in public schools is managed centrally in Sydney. At this stage we can make no changes to our WIFI network at a local level.*

## Can I copy work to a USB from an iPad?

*At this stage, this will not be possible. If you wish to get work from iPads, it is best to have the students email it to you.*

## How can students email from the iPads?

*The iPads have a built-in emailing feature that is already configured for emails. The students need only use the in-app emailing feature to email their work to the teacher.*

## How long will the battery last?

*The battery on the iPad has an extremely long life between charges. Even at a low percentage, you will still get plenty of time out of the iPad. Please be aware that the iPads will only be charged when they are flat. This will ensure that the batteries have the longest possible life. The iPads will be charged on Mondays and Thursdays only.*

## Can iPads be charged in the classroom?

*No. This is due to the fact that we have no extra cables and there are too many OHS issues involved with charging multiple iPads in a classroom. iPads will only be charged in their carts.*

## What happens if an iPad goes flat?

*Unfortunately if an iPad goes flat, there is a possibility that all work done on it could be lost. It would be good to train the students to constantly monitor battery life. If it is getting too low, have them email their current work before it goes flat.*

## Where can I get help using the iPads?

*There will be weekly afternoon training to provide some tips and tricks on the iPads. There will also be 'cheat sheets' emailed regularly. Please be aware that perfecting these processes to work efficiently will take time. This technology is new to us. We will get there though.*

# General Information

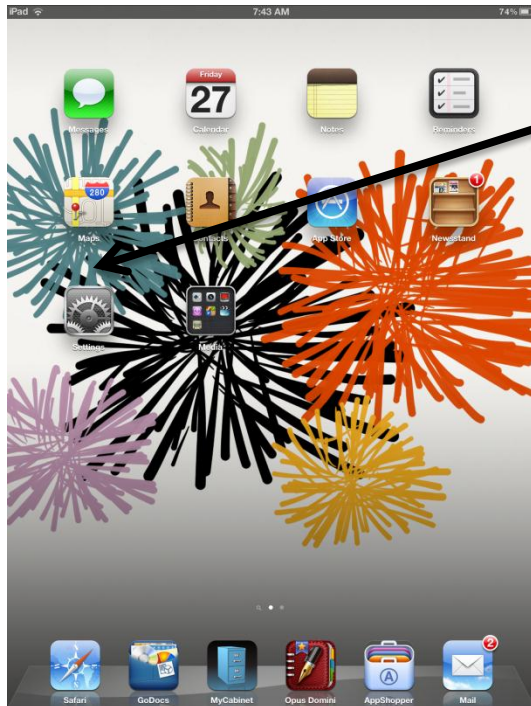
## *The Device*



# How To

## Connect to the NSWDET Wireless Network

Use the below instructions to connect to the network.

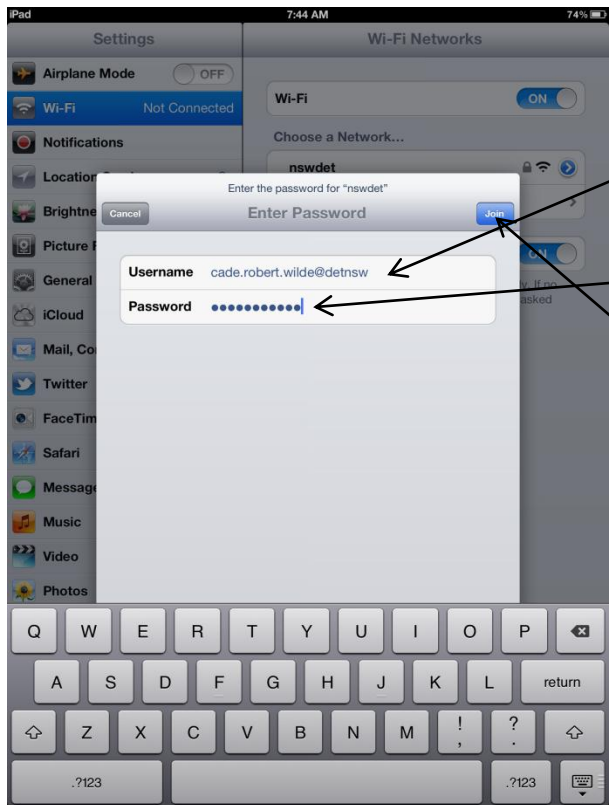


Tap on the **Settings Icon** (cogs)



Tap on the **Wi-Fi** option

Tap **nswdet** option

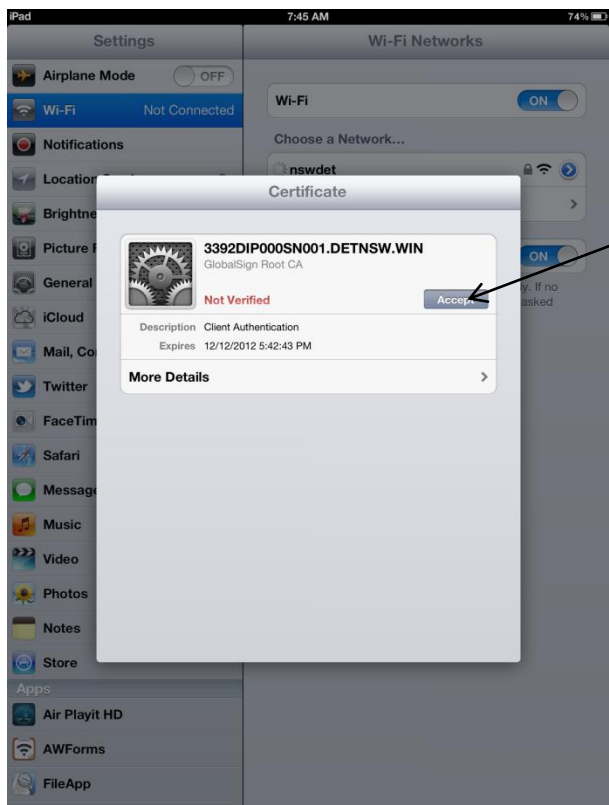


Input your username with @detnsw

e.g. [user.name@detnsw](#)

Input your internet password

Tap Join



Tap **Accept**

Press **Home Button** to return to main screen

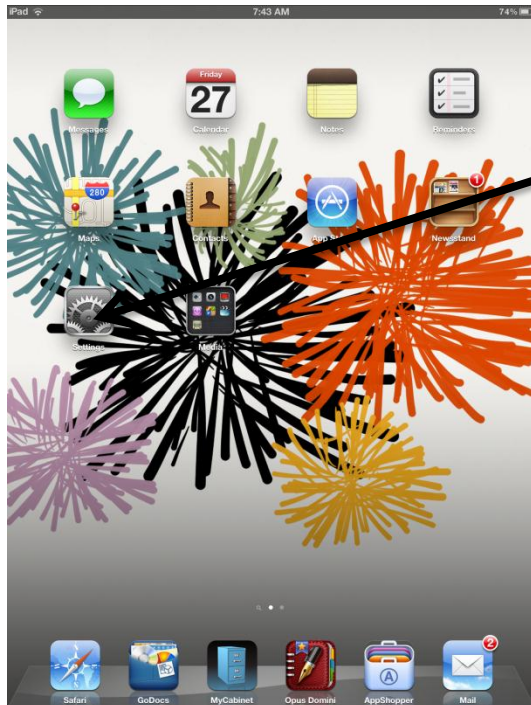
*You have successfully connected to the network*

*If your first attempt fails, please try a couple more times. If that doesn't work, log the error into the error sheet*



# Forgetting the Network

Use these settings to clear your network information and make the device available for the next user



Tap on the **Settings Icon** (cogs)

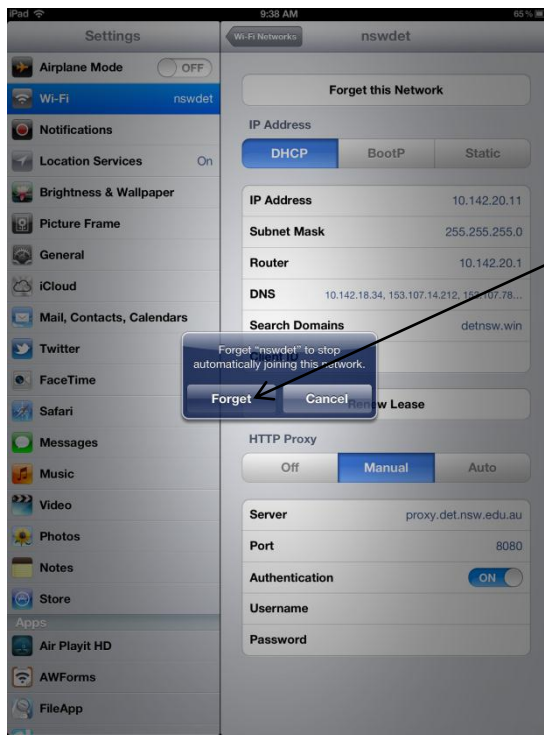


Tap on the **Wi-Fi** option

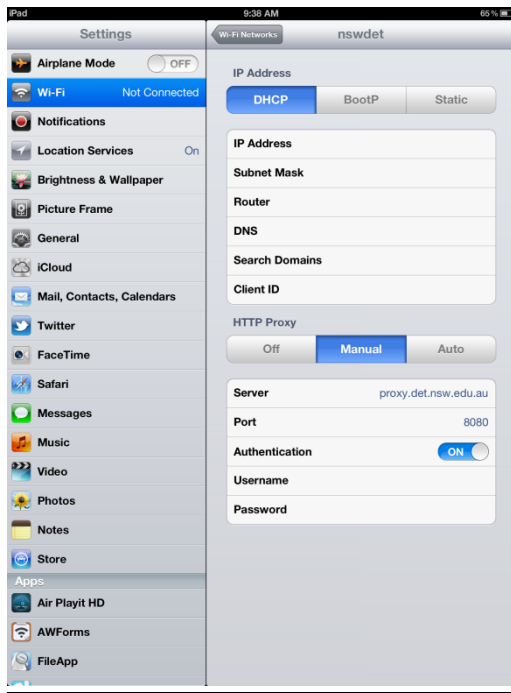
Tap the **Blue Arrow** at the end of the nswdet option



Tap **Forget this Network**



Tap **Forget** to confirm



You should now have a screen that looks like this.

Simply tap the **Home** button to return to the main screen

***It is vital that this step be performed after each use. Not doing this will leave the previous account information remembered in the iPad. This means that the new user can do what they like with the old user's account credentials. (youtube, etc.)***

## Taking Screenshots

Follow these simple instructions to take a picture of what is currently showing on your screen. This is extremely useful in Apps that can give a score as your students can take a screenshot of their score and email it to you.



To take a screenshot, you need only hold two buttons at once.

First: Press and hold the **Home button**.

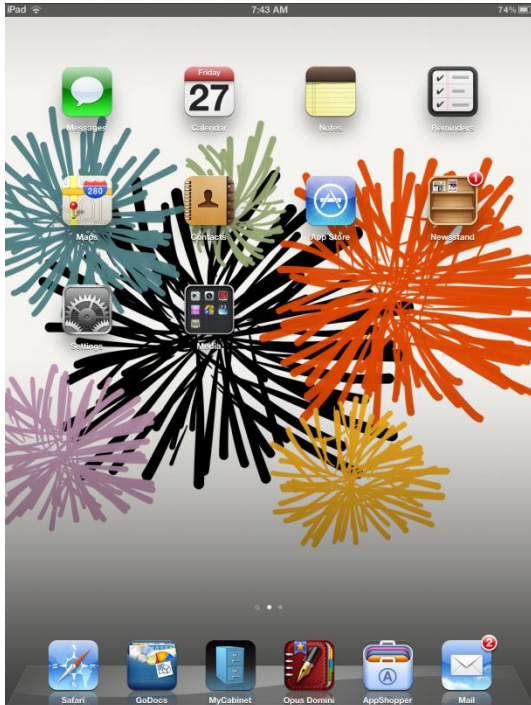
Second: While holding the **Home button**, press the **Power button**. When you hear the click noise, release both

This will take a picture of what is on your screen and save it into **photos**.

***This may take a few attempts to get used to. If you hold the power button for too long, it will want to power off. To avoid this, simply press cancel.***

# Stopping Unresponsive Apps

*Sometimes Apps may freeze and become unresponsive. The following tip will show you how to kill the App and stop the error. (All work done with the app may be lost)*



You may not have the home screen displaying but the process is the same regardless.

Press the **Home Button** twice



You will notice that your main icons will become transparent and rise to reveal some icons below.

These new icons are the programs that are currently running on your iPad.

In order to stop a process you need to **tap and hold** one of these icons.



You will notice that the icons will begin to shake and a minus symbol will appear on their top-left corners.

To stop the frozen process you need to **tap** the minus symbol of the App that is causing the problem

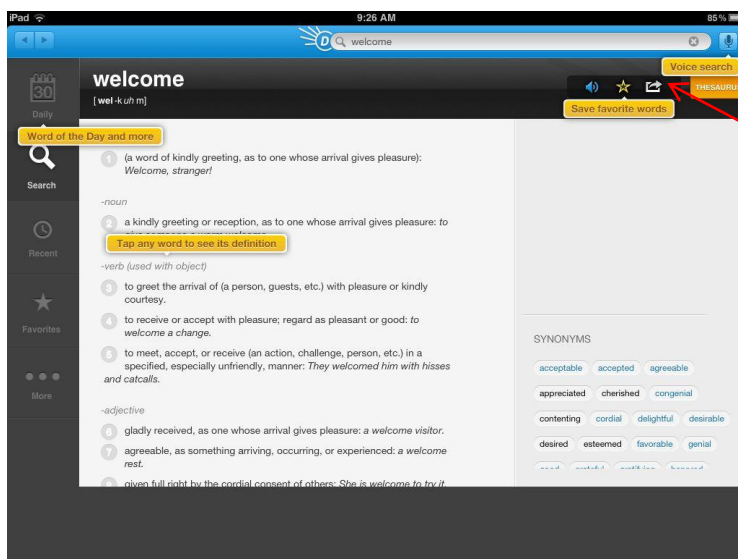
The app will then disappear from the list and has been closed.

To return to the normal home screen, simply press the **Home Button** twice more.

***This can be a useful trick if you find that the iPad is becoming slow and unresponsive. Simply follow this procedure and close the Apps you are not using.***

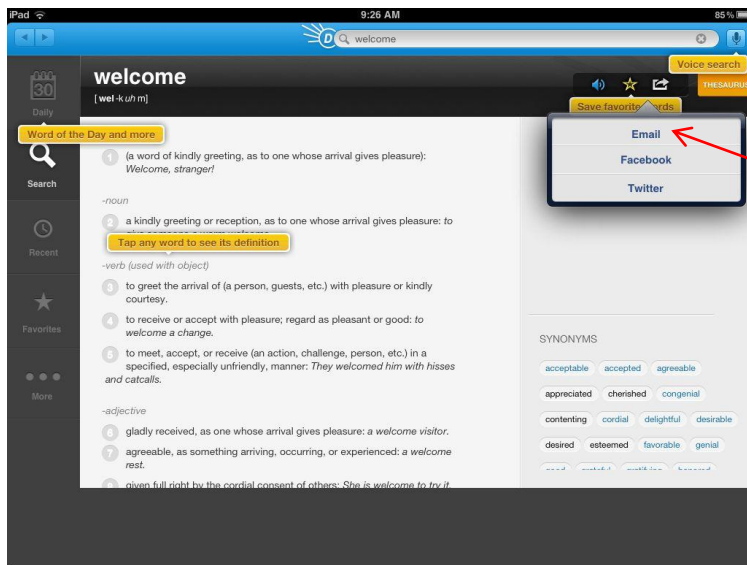
## *In-App Emailing feature*

*This feature can be used to have students send you information from the App they are using (please note that not all Apps have this feature. A workaround to this is using the screenshot emailing feature, which will be the next tip)*

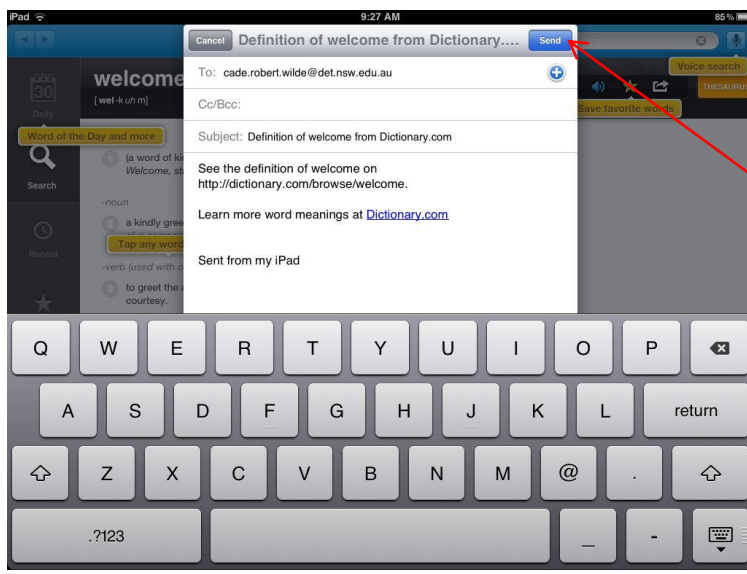


When an App has the option to send information via email and other sources, you will see that there will be an icon similar to this present.





Tap the icon and the following options will appear. When they do, select **Email**



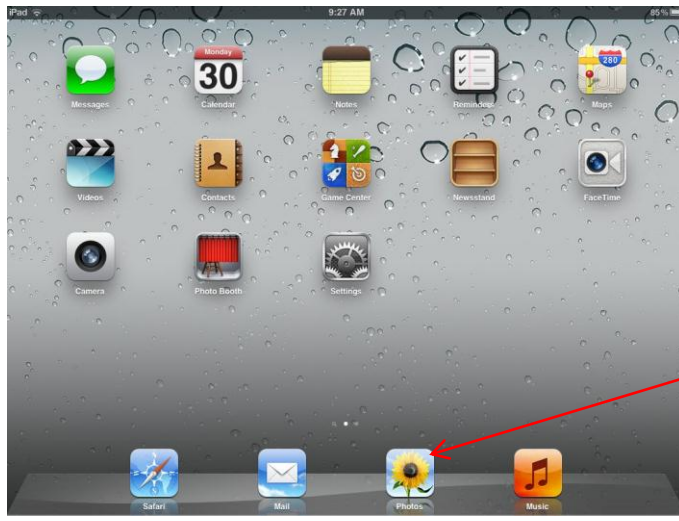
The following email window will open. Simply have the students place your address in and click **send...**

***Please remember to have the students place their name in the subject field, so you know who has sent it.***

Once this is done, you can continue using the App.

# Emailing a Screenshot

*Earlier in this book you were shown how to take screenshots. This next step will show you how to email those screenshots. This can be extremely useful, as the students can email you screenshots of their work.*

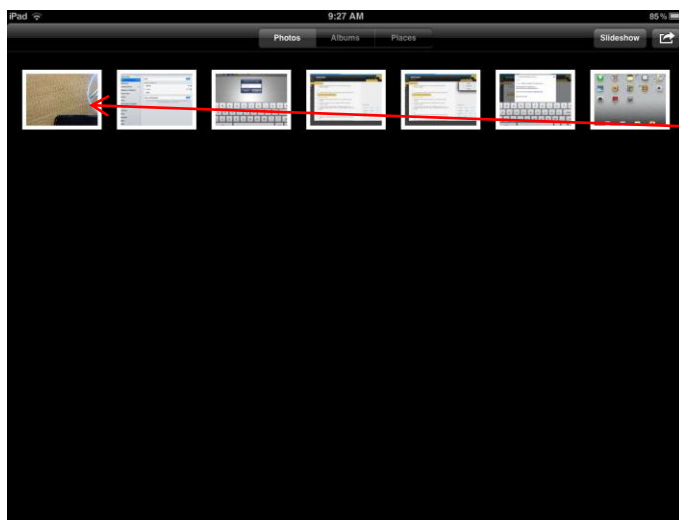


As mentioned earlier in the booklet.

Screenshots are an easy way to forward results, etc. to the teacher.

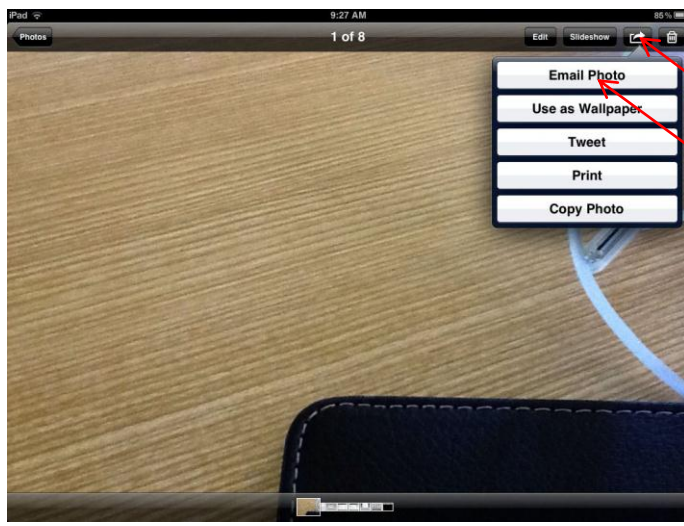
Once a screenshot is taken, it is automatically sent to photos.

**Tap** photos to start



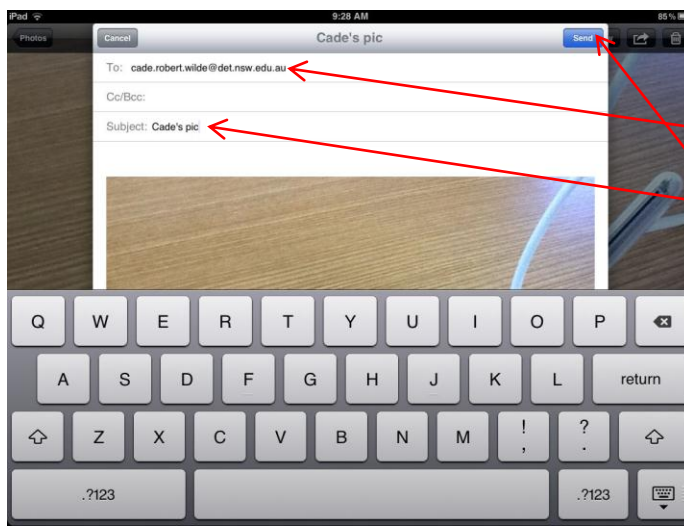
From here, select the photo you wish to email.

This will enlarge the photo



**Tap** the Email Icon

**Tap** Email Photo



The following window will open.

**Type** in the recipient's email address

**Type** the name of the sender into the Subject field

**Tap** Send

***The photo will now be forwarded to the recipient's email address***

***Could you also assist us by having students periodically cleaning the screens?  
There will be screen cleaning cloths in the iPad carts. They need only to lightly wipe off their fingerprints every now and then.***

*These are some basic tips and tricks to assist you in the everyday use of the iPads. This sheet will be revised and emailed out regularly. If there is something you wish to have added, please let me know.*

*Have fun!*

*Cheers,  
Cade*